



### JOB DESCRIPTION

<b>School Name:</b>	Parkwood Hall Co-operative Academy, Swanley
<b>Job Title:</b>	Key Worker
<b>Reports To:</b>	Residential Cluster Leads/ Team Leaders for the designated group/area
<b>Hours</b>	20 hours a week, over 39 weeks a year.

Parkwood Hall is a residential and day school for pupils aged 8-19 years with moderate to severe learning difficulties and other complex needs including autism and language difficulties. We are passionate about creating a culture of wellbeing where all staff and pupils are valued and supported so that we can all 'grow, learn and flourish.'

Parkwood Hall aims to provide an outstanding and supportive learning environment which challenges students to achieve success. The core learning values, which are at the centre of the curriculum, focus upon developing the student's resilience and ability to make informed life choices.

#### **Job purpose**

- To support and develop the waking day educational environment for students, to include extending their curriculum skills, social skills, life and independent skills and personal development.
- To provide a safe environment, emotionally and physically, for the students within the guidelines and procedures of Parkwood Hall School.

#### **Key responsibilities**

- To foster a sound multi-disciplinary approach through good communication both internally and externally.
- To facilitate and support the students' health and medical needs to include dietary requirements.
- To maintain a caseload and to act as a personal tutor: formulating, implementing and evaluating residential education planning. Compiling reports and contributing to review meetings.
- To have a sound knowledge of Parkwood Hall's safeguarding policy and procedure. To be aware of the signs and symptoms of abuse and report any suspicions including malpractice.
- To be a good role model setting an example to the students.
- To provide a safe environment: emotionally and physically which will require the need to monitor the behaviour of others.
- To promote those activities that meet the needs of the young people at Parkwood Hall.
- To take a full part in supervision sessions and performance management reviews.
- To facilitate and support the students' health and medical needs to include dietary requirements.
- To work with colleagues on the development of the physical resources in the residential education provision to provide a stimulating environment for the student.
- To be involved in rota duties, e.g. sleeping in and school visits as required by the Principal, Deputy Principal or Assistant Principal (residential education).
- To actively encourage, support and develop students' individual social, life and independence skills as part of the extended curriculum at the school as set out in the residential education policy.
- To maintain effective records for the students within your care.

**General responsibilities**

- To ensure that items of concern relating to Health and Safety are reported as per the current procedures and policies.
- To maintain confidentiality in all aspects of Parkwood Hall School. The nature of the working environment entrusts people with confidential information. Any breach of this confidentiality will constitute gross misconduct.
- To co-operate with all Parkwood Hall School staff in maintaining good relationships with outside agencies and the general public in order to promote and uphold the school's image.
- To perform any other duties as are within the scope, spirit and purpose of the position as requested by the Principal, Deputy Principal or Head of Residential Education/Assistant Principal or Residential Cluster Leads.
- This job description reflects the current requirements of the post. As duties and responsibilities change and develop the job description will be reviewed and is subject to amendment in consultation with the postholder.
- To line manage support assistants within the residential team.

**Competencies**

- To have a sound knowledge of children's rights and to be able to advocate for the students if necessary.
- To have an understanding of, and the ability to foster, positive relationships with children with special needs in order to support individual students enhance their learning and social development.
- To be able to work as a member of a team and have a good understanding of the role of a Key Worker, working under the direction of the Team Leaders and Residential Cluster Leads, displaying flexibility, enthusiasm and a positive caring attitude.
- To work within and maintain an anti-discriminatory framework.
- To make a positive contribution to residential education practice.
- To have a knowledge and understanding of whole school policies, procedures and standards and to be willing and able to implement them in a consistent manner.
- To demonstrate, or show an ability to develop effective communication skills in written or oral form.
- To competently carry out instructions and procedures as directed by Residential Cluster Leads and Team Leaders.
- To have the ability to initiate and create suitable resource materials for use with the students.
- To be actively involved in the implementation of speech and language programmes and occupational therapy under the direction of the speech and language and occupational therapists
- To contribute to the residential education record keeping system under the direction of the Senior Team Leaders
- To play an active role in the implementation of specific individual student learning and behaviour management strategies.
- To have developed or have the capacity to develop basic ICT skills in order to effectively support the students.
- To have an awareness of the content of Team Leaders' and Residential Cluster Leads weekly plans and the Key Workers' role in delivering these plans.
- To play an active part in staff meetings, parent days and annual reviews as required.
- To participate in school-based INSET or other external training courses as relevant.
- To be involved in rota duties (e.g. sleeping in), and school visits as required by the Principal, Deputy Principal or Assistant Principal, Residential Cluster Leads.
- To be actively involved in the whole school appraisal system.
- To hold a relevant qualification at the level of NVQ3 or be prepared to work towards acquiring one.

## Person Specification

### Qualities, Knowledge and Experience

- To have a sound knowledge of children's rights and to be able to advocate for the students if necessary.
- To have an understanding of, and the ability to foster, positive relationships with children with special needs in order to support individual students enhance their learning and social development.
- To be able to work as a key member of a team and have an oversight of the role of the Key Workers, working under the direction of the Residential Cluster Leads displaying flexibility, enthusiasm and a positive caring attitude.
- To work within and maintain an anti-discriminatory framework.
- To make a positive contribution to residential education management and organisation.
- To have a knowledge and understanding of whole school policies, procedures and standards and to ensure that they and their team implement them in a consistent manner.
- To demonstrate effective communication skills in written or oral form.
- To competently carry out instructions and procedures as directed by Residential Cluster Leads, Team Leaders.
- To have the ability to initiate and create suitable resource materials for use with the students.
- To be actively involved in the implementation of speech and language programmes and occupational therapy under the direction of the speech and language and occupational therapists.
- To contribute to the residential education record keeping system under the direction of the Residential Cluster Leads.
- To play an active role in the development and implementation of specific individual student learning and behaviour management strategies e.g. PBS.
- To have developed basic ICT skills in order to effectively support the students.
- To contribute to the Residential Cluster Leads weekly plans and the Key Workers' role in delivering these plans.
- To play an active part in staff meetings, parent days and annual reviews as required.
- To participate in school-based INSET or other external training courses as relevant.
- To be involved in rota duties i.e. sleeping in, and school visits as required by the Principal, Deputy Principal or Assistant Principal, Residential Cluster Leads.
- To be actively involved in the whole school appraisal system.
- To hold a relevant qualification at the level of NVQ3

### General Information:

Equality of Opportunity	<ul style="list-style-type: none"><li>• As a member school staff to take individual and collective professional responsibility for reinforcing and promoting a working environment free from discrimination, victimisation, harassment and bullying.</li><li>• Ensure the development and progression of equality within the sphere of responsibility of this post and the fair and equal treatment of all colleagues, children, parents and visitors.</li></ul>
Confidentiality and Data Protection	<ul style="list-style-type: none"><li>• To treat all information acquired through employment, both formally and informally, in strict confidence.</li><li>• To be aware of the school's responsibilities under the Data Protection Act 1984 for the security, accuracy and relevance of personal data held on such systems and ensure that all processes comply with this.</li></ul>

<p>To contribute as an effective and collaborative member of the School team</p>	<ul style="list-style-type: none"> <li>• Any other duties as reasonably required by any SLT of the school.</li> <li>• Participating in the ongoing development, implementation and monitoring of the school plans.</li> <li>• Attend regular meetings as required and make a positive contribution during meetings.</li> </ul>
<p>Child Protection</p>	<ul style="list-style-type: none"> <li>• Attend regular meetings as required and make a positive contribution during meetings <ul style="list-style-type: none"> <li>• To be alert to issues of child protection ensuring that the welfare and safety of children attending Parkwood Hall Co-operative Academy is promoted and safeguarded and to report any child protection concerns to the designated Safeguarding Lead using safeguarding policies, procedures and practice.</li> </ul> </li> <li>• Prevent, identify and minimise risk of interpersonal abuse or violence, safeguarding children and other vulnerable people, initiating the management of cases involving actual or potential abuse or violence where needed</li> <li>• Be aware of and update colleagues, as appropriate to comply with current legislation and policies affecting practice, e.g. Children’s Act, National Service Frameworks, Child Protection Procedures, Health and Safety and Data Protection.</li> </ul>

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date below but will be reviewed on an annual basis and following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Signatures:

Employee \_\_\_\_\_ Date \_\_\_\_\_

Principal \_\_\_\_\_ Date \_\_\_\_\_